

CITY OF BURBANK

DEPUTY DIRECTOR - PARK, RECREATION, AND COMMUNITY SERVICES

DEFINITION

Under general direction, to plan, organize, lead, and manage a division within the Park, Recreation and Community Services Department; coordinate all interdepartmental and intradepartmental responsibilities and projects; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and manages all activities within the park, recreation, senior, and/or human services division of the Park, Recreation and Community Services Department; represents the Director in all interdepartmental and intradepartmental issues and projects; conducts, coordinates, and supervises a variety of division related programs, services, and community events; coordinates all departmental reports to council, assists in the development and implementation of department goals, objectives, policies, and procedures; directs, plans, and implements a variety of broad and comprehensive programs covering recreational, physical, cultural, social, and educational activities and services for all citizens; evaluates the relationship between needs and resources, and adjusts programs and personnel accordingly; meets with and makes presentations to professional and community groups; prepares and administers division budgets; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; resolves employee relation matters; assists and advises the Park, Recreation, and Community Services Director, City employees, and the public; coordinates activities with other division managers; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – procedures and techniques used in administering and planning broad and comprehensive recreation programs; principles, concepts, methods, practices, and techniques of public recreation and administration philosophies; present day concepts of park and recreation functions; senior and human services programs; principles and practices of departmental budget; basic principles of employee relations; the principles and practices of sound personnel management and supervision; the field of management and grantsmanship.
- Skill in – organizing, directing, and supervising a general government division; making independent judgments and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; fostering a teamwork environment.
- Ability to - analyze, comprehend, and apply administrative, departmental, and City policies, rules, and regulations; coordinate recreation programs with the department, other City departments, and other public agencies, groups, or organizations; analyze and implement the needs and demands of the community for recreational, cultural, and social facilities and programs; supervise, develop, and evaluate employees; prepare and present effective written and oral communications; establish and maintain effective working relationships with supervisors, fellow employees, and the public; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a major in recreation or closely related field. Four years of recent, full-time management and/or supervisory experience, of which at least three years must have included the responsibility of planning, developing, and administering a major phase of a recreational, cultural or community services program. NOTE: A Master's degree in recreational or public administration may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.